

EXHIBITION PROPOSAL FORM

To submit an exhibition proposal to the Institute for European Ethnology (IfEE), please fill out this form and send it to: **exhibition.ifee@hu-berlin.de**.

IMPORTANT NOTES:

- Please do not send original materials or any items that you require to be returned.
- IfEE does not provide staff or funding for exhibitions.
- Installation and deinstallation are the sole responsibility of the exhibition organizer.
- **Please note:** The exhibition space is in a public area of the Institute and is unstaffed. The University assumes no responsibility for the loss or damage of exhibited materials.
- The IfEE Exhibition Team will review submissions within three months and will contact you if further information is required.

APPLICANT DETAILS

Name / Organisation (if applicable):

Address:

Telephone:

E-Mail:

EXHIBITION PROPOSAL

Summary Description (max. 500 words):

Background:

Who are the initiators? Which project did the idea and materials come from? What experiences does the exhibition project build on?

Aims and Objectives:

Relevance to IfEE:

Why is this project particularly suited for the IfEE exhibition space?

Proposed Exhibition Dates:

Please include any specific reasons for these dates, e.g., anniversaries, thematic relevance, etc.

Installation & Deinstallation Resources:

Do you have the necessary resources for setup and takedown? Please note that IfEE does not provide staff, technical, or conservation assistance for exhibitions.

Exhibition Contents:

Please provide a detailed list of proposed display items with as much information as possible:

- **for artwork:** Artist name, title, date, medium, dimensions, insurance value, and source
- **for archives, rare books and ephemera:** author, title, shelfmark

Target audience:

Display Design & Interpretation Techniques:

e.g., labels, video, audio guide, exhibition catalog, online exhibition, etc.

Associated Events & Activities:

Please note that IfEE does not provide staff or funding for additional events.

Communication strategy:

Accessibility:

What are the key considerations around accessibility in the exhibition? Would you be open to work with the Collective Access AG at the Institute to potentially improve accessibility of this exhibition?

Existing or Potential Project Partners:

Previous Exhibition Experience:

Please describe any relevant experience and attach your CV.

Images & Additional Information:

Please include images or additional information about the proposed exhibition or relevant past projects on a separate sheet. You may also provide these as a website link or via CD. If available, please include installation images from previous exhibitions.

Thank you for your proposal. The IfEE-Exhibition team will review the submissions within three months and get back to you if further information is required.